



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	All Persons Interested
Job Classification	Inventory Management Clerk
Posting Number	PN# 110515
Department	Houston Airport System
Division	Technical Services
Section	Warehouse
Reporting Location	4500 Will Clayton Parkway*
Workdays & Hours	Varied, normally M-F *

\*Subject to change

**DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Uses warehouse locator system to stock/pull inventory ensuring correct description, stock number, unit of measure and quantity issued or received. Performs bin management on assigned warehouse locations. Duties include: stock rotation, housekeeping, securing proper labels, preventing stock commingling and identifying material that has reached or is below re-order point levels. Product shelf life is also monitored and potential problems are reported to the supervisor. Accurately counts material received and issued. Performs cycle counts as required. Participates in the annual physical inventory count. Assists with reconciliation of stock records to actual counts. Makes deliveries/pick-ups of mail, supplies and/or equipment for both warehouses and the administrative section. When making a delivery or pick-up, uses "Vehicle Sign Out Log" and takes required communications equipment on every trip. Completely and correctly completes the "Trip Sheet" information.

**WORKING CONDITIONS**

Performing these duties will involve: lifting, pulling or pushing physical objects; expending physical energy for long periods: reacting quickly with dexterity and coordination; visually observing and differentiating details and colors; exposure to hot, cold and noisy working areas; operate city vehicles; speaking and writing effectively; and working as a member of the team. May be required to lift up to eighty- (80) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be willing and available to work at any airport on short notice. Must be able to obtain and maintain security clearances.

**MINIMUM EDUCATIONAL REQUIREMENTS**

High School diploma or GED certificate.

**MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) months of inventory control, materials management, record keeping or clerical experience is required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.

**MINIMUM LICENSE REQUIREMENTS**

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

**PREFERENCES**

Preference will be given to applicants with warehouse or freight experience.

**SELECTION/SKILLS TEST REQUIRED**    Application review and/or interview.

**SAFETY IMPACT POSITION**    ☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 09	
\$693.00 - \$826.00 Biweekly	\$18,018.00 - \$21,476.00 Annually

**OPENING DATE**    MAY 17, 2006

**CLOSING DATE**    MAY 23, 2006

**APPLICATION PROCEDURES**

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submit online at:

[www.fly2houston.com](http://www.fly2houston.com)

**Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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